



Estd. 2025

XAVIER UNIVERSITY

Digha-Aashiyana Road, Digha Ghat,
Patna- 800011, Bihar, India

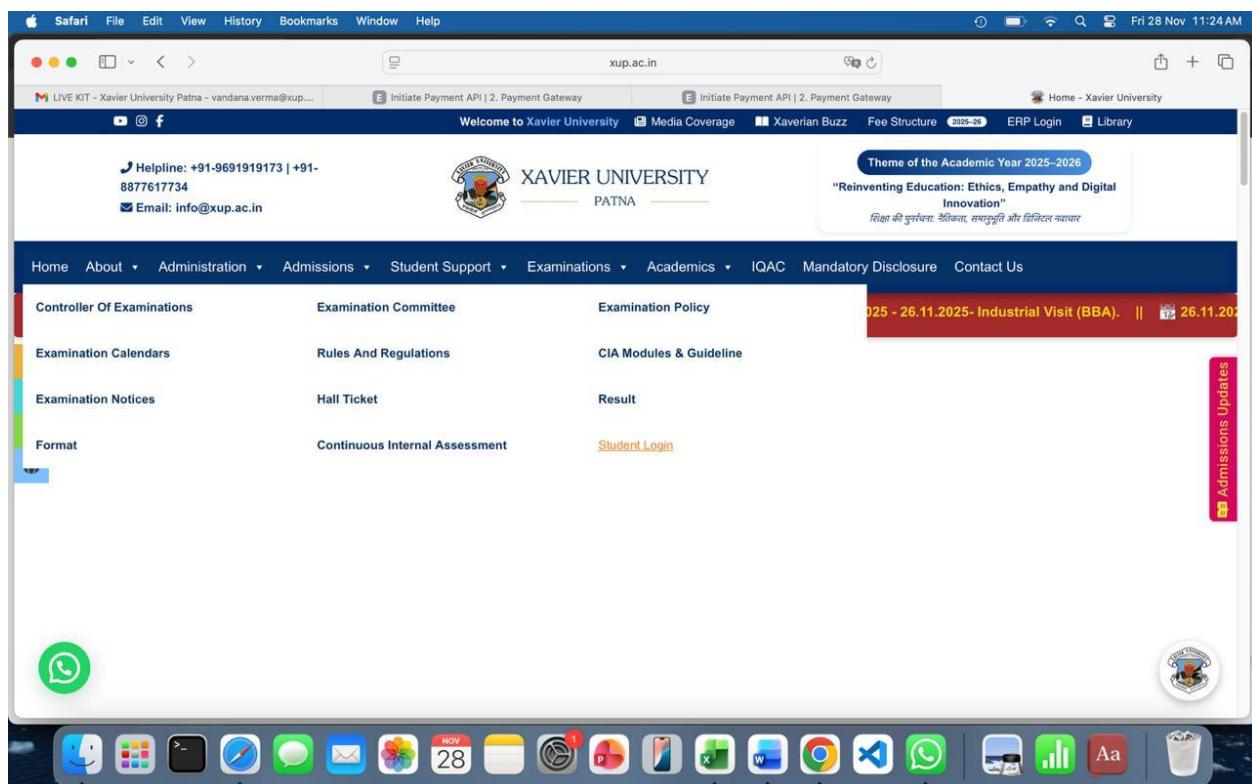
Controller of Examinations
coe@xup.ac.in

Ref. No: XUP / EXAM /ESE-Form Submission Manual /037/2025-2026

Date: 01 December, 2025

END SEMESTER EXAMINATIONS, SEMESTER 1, 2025

EXAMINATON FORM SUBMISSION INSTRUCTION MANUAL



STEP 1: GO TO THE UNIVERSITY WEBSITE CLICK ON EXAMINATIONS SECTION AND CLICK STUDENT LOGIN.

E-mail: examination.ug@xup.ac.in | examination.pg@xup.ac.in | examination@xup.ac.in

Contact: 8235934515 | website: www.xup.ac.in



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Student Portal

Sign Up Login Forgot Password

Registration Number

25xupug010001

Enter your RegNo (case-insensitive)

Full Name

Your full name

Email

your@email.com

Welcome to Xavier University Patna! I'm XavAI, your virtual admission counsellor, ready to assist you anytime.

STEP 2: NOW ENTER YOUR REGISTRATION NUMBER, NAME AND EMAIL ID (As submitted to the University Office / As given in the Registration No. Notice)

Student Portal

Sign Up Login Forgot Password

Registration Number

25xupug04030

Enter your RegNo (case-insensitive)

Full Name

vandana

Email

vandana.verma@xup.ac.in

Send OTP

OTP sent to your email. If you don't see it, please also check your Spam/Junk folder.

Enter OTP

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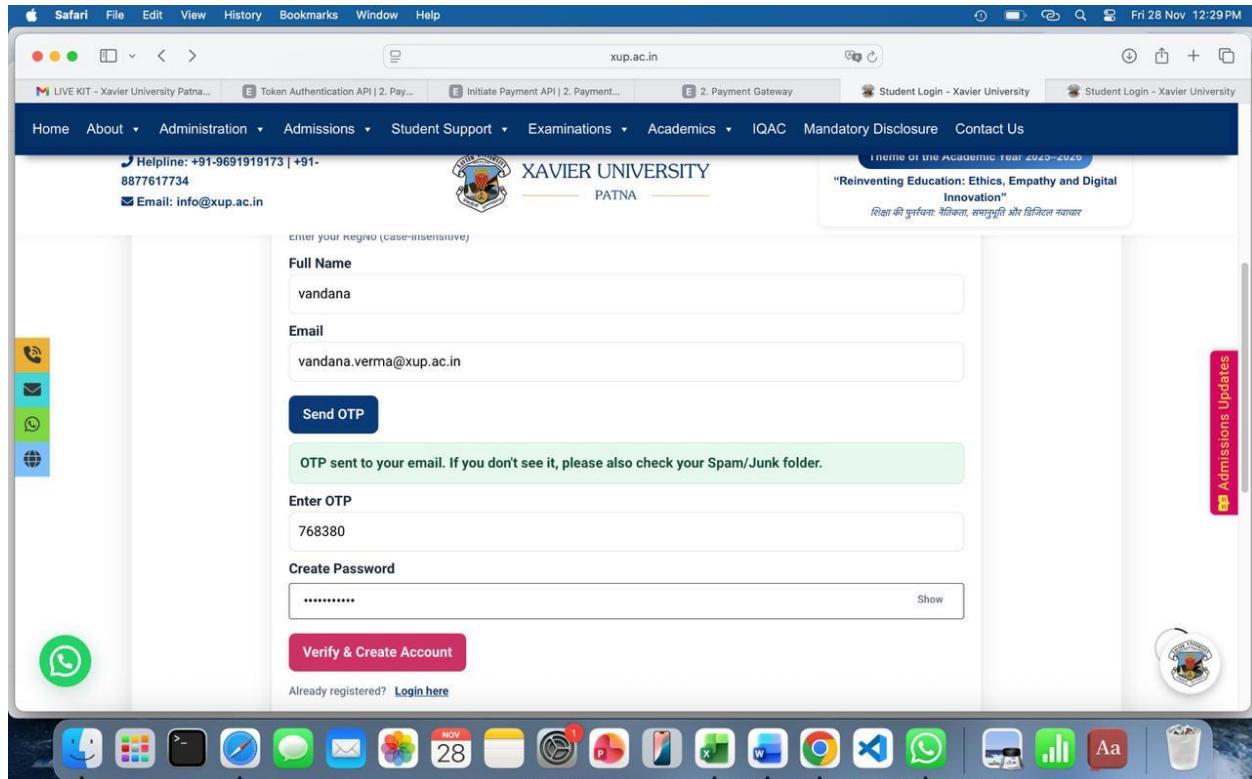
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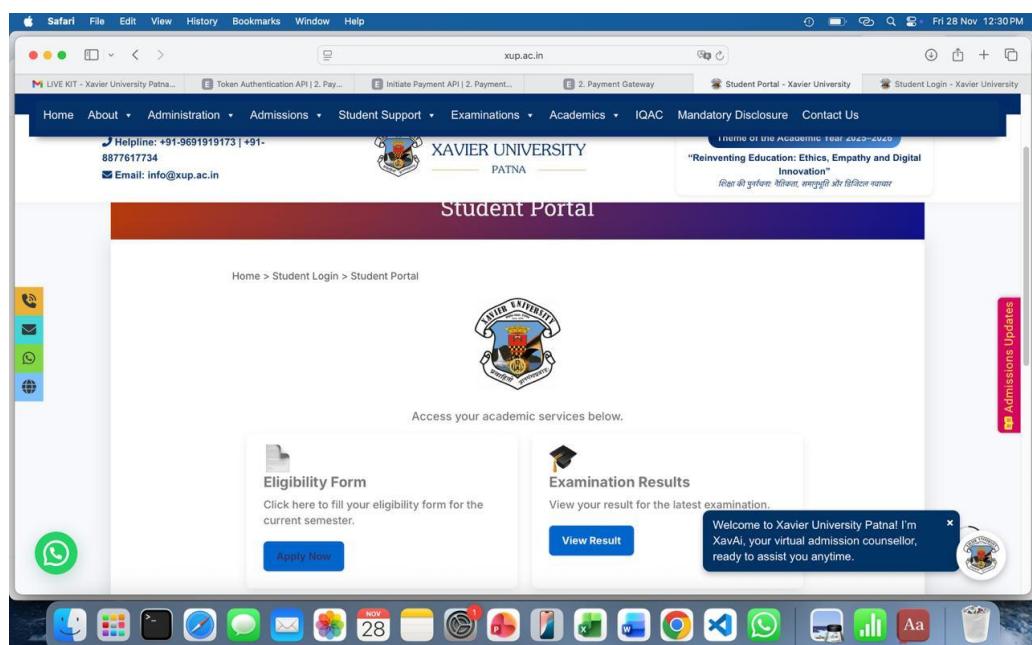
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STEP 3: CLICK ON SEND OTP SO THAT YOU CAN RECEIVE THE OTP ON YOUR EMAIL ID



STEP 4: ENTER THE OPT RECEIVED IN YOUR E-MAIL AND CREATE A PASSWORD AND VERIFY YOUR ACCOUNT



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The screenshot shows a web browser on a Mac OS X desktop. The URL in the address bar is xup.ac.in. The page title is "Welcome to Xavier University". A banner at the top right reads "Theme of the Academic Year 2025-2026" and "Reinventing Education: Ethics, Empathy and Digital Innovation". The main content area is titled "Eligibility Verification Page". It contains a "Exam Clearance Verification" section with a green "X" icon. A text box says "Enter your Registration Number to check Dean clearance before registration." Below it is a "Registration Number" input field containing "25xupug04030" and a "Check Eligibility" button. A note below the input field says "If eligible you'll be allowed to proceed to registration. For issues contact the Dean's office." On the right side of the page, there is a vertical sidebar with a red header "Admissions Updates" and a "WhatsApp" icon. The Mac OS X dock at the bottom shows various application icons.

This screenshot is from the same website as the previous one, showing the "Eligibility Verification Page". The "Check Eligibility" button has been clicked, and a green success message box appears stating "You are eligible." Below this message is a "Proceed to Registration" button. A dark blue sidebar on the right contains a welcome message from "XavAi, your virtual admission counsellor, ready to assist you anytime." The Mac OS X dock at the bottom is visible.

STEP 5: CHECK YOUR ELIGIBILITY AND PROCEED FOR REGISTRATION (if you are not eligible, meet Fr. Registrar, get clearance and signup)

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This screenshot shows the Xavier University Exam Registration Form. The user has entered the following information:

- Full Name: Vandana
- Father's Name: Vijay verma
- DOB: 21/10/2008
- Gender: Female
- category*: SC/ST (radio button selected)
- Program Name: BEN - Bachelor of English
- Exam Name: BEN Ist Semester Examination ,2025
- School Name: School of Arts and Humanities

A vertical sidebar on the right indicates "Admissions Updates". The browser address bar shows "xup.ac.in".

This screenshot shows the same Xavier University Exam Registration Form as the previous one, but with an additional field for uploading an SC/ST certificate:

Upload Your SC/ST Certificate *
PDF Format Only (size should be <200 KB)

Choose File No file chosen

The rest of the form fields and sidebar are identical to the first screenshot.

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STEP 6: VERIFY YOUR GIVEN DETAILS. STUDENTS WHO BELONG TO ST/SC/DIVYANG CATEGORY ARE REQUIRED TO UPLOAD THE CERTIFICATE ISSUED TO THEM BY THE GOVERNMENT.

Program Code
04

Subject of BA (English)

- English Literature: An Introduction - I
- British Poetry (14th to 17th Century)
- Science of Literary Expression
- Functional Communication (English - I)
- Creative Writing
- Indian Knowledge System
- Environmental Studies

Upload Photo (Passport Size) *

Upload Signature *

Declaration *

I confirm that the information provided above is correct and verified by the Dean.

STEP 7: UPLOAD YOUR PASSPORT SIZE PHOTO (IN UNIVERSITY UNIFORM WITH ID CARD ON A PLAIN BACKGROUND) AND YOUR SIGNATURE. (CHECK THE ACETABLE IMAGE SIZE). Confirm the information provided.

STEP 8: NOW PROCEED FOR EXAMINATION FEE PAYMENT.

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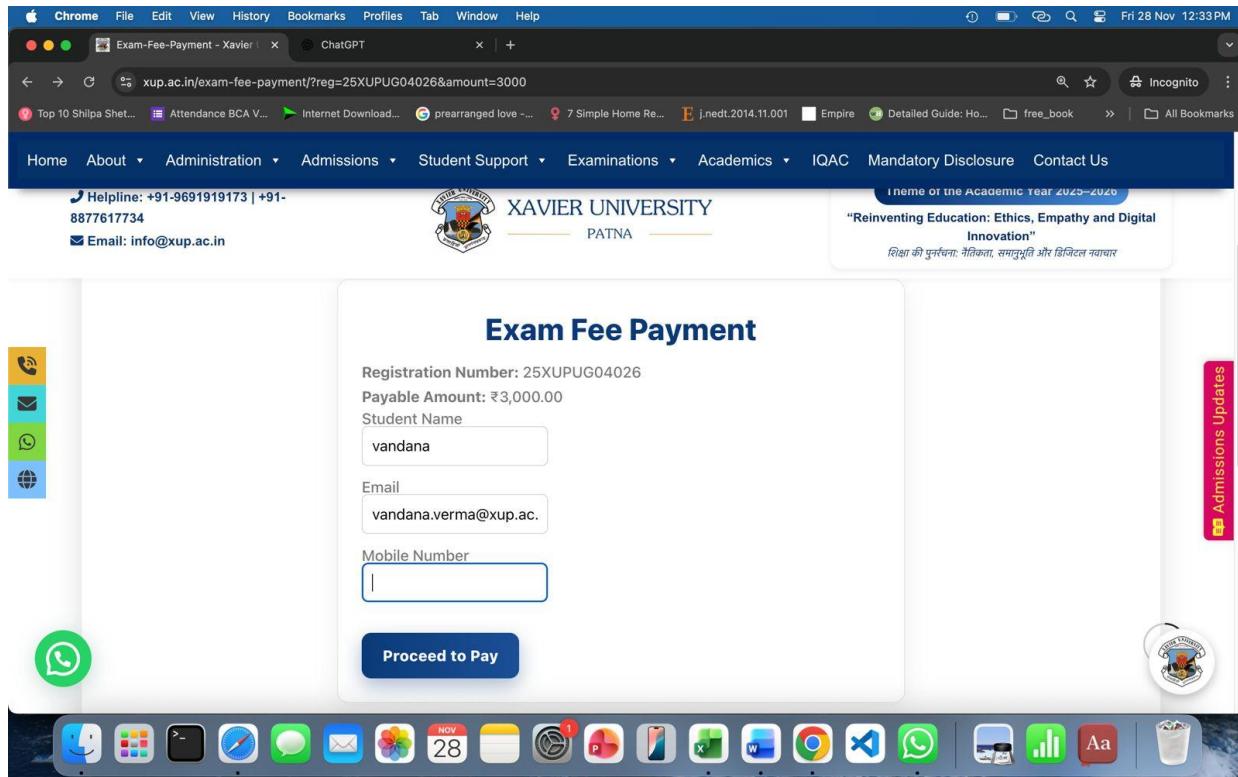


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STEP 9: AFTER SUCESSFUL FEE PAYMENT, DOWNLOAD THE PDF GENERATED AND GET IT SIGNED BY THE ACCOUNTS DEPARTMENT.

STEP 10: SUBMIT THE EXAMINATION FORM TO THE DEAN OF YOUR SCHOOL On or before 04.12.2025 (Thursday).

The Form Submission Link is open from 02:00 PM (01.12.2025) to 02:00 PM (04.12.2025)

All the Best!

Fr. Dr. A. Sebastian, SJ

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